

## INTEGRAL PRIVACY NOTICE FOR VACANCY CANDIDATES, EMPLOYEES AND SUBCONTRACTED PERSONNEL

**ITP AERO MÉXICO**, commercial name for which ITP MEXICO, S.A. DE C.V. and its subsidiaries ITP MÉXICO FABRICACIÓN S.A. DE C.V., ITP INGENIERIA Y FABRICACION S.A. DE C.V., INDUSTRIA DE TUBERÍAS AERONÁUTICAS MEXICO S.A. DE C.V. and TURBORREACTORES S.A. DE C.V; in compliance with the Federal Law of Protection of Personal Data in Possession of Individuals, as Responsible for the Use and Protection of your personal data, committed to protecting your privacy, discloses our Data Privacy Notice where informs how protects and treat your personal data, the procedures used to obtain, store, use and transfer your personal data. It is recommended that you read this information so that you can know and accept the way we obtain, use and treat your personal data you entrust us.

### CORPORATE IDENTITY

**ITP AERO MÉXICO**, as a group of companies formally established under the Mexican laws, it has the address to hear and receive notifications in everything related to DATA PRIVACY, in Calle Acceso IV No. 6 , Zona Industrial Benito Juárez, Querétaro, Querétaro, México, C.P. 76120

**CONTACT US** : For any subject related to data privacy, you can contact our data privacy officer at the address mentioned in the previous paragraph or if you prefer to mail; [privacidaddedatosmex@itpaero.com](mailto:privacidaddedatosmex@itpaero.com)

For the purposes indicated in this privacy notice, we may collect your personal data in different ways: when you provide them personally through physical documents; **directly**, for example, through electronic systems when you send us information by email or upload it to our website, to our internal systems, public pages or else, establish contact through industrial conventions or send your information by courier; **or indirectly**, if they appear in social networks ,public data bases and / or legal or governmental data bases.

### ABOUT THE OWNERS OF THE PERSONAL DATA THAT ARE TREATED; AND THE PURPOSES

#### I.- IN RELATION TO CANDIDATES TO VACANCIES

When you apply for a vacancy in ITP Aero Mexico, your name, address, telephone, email, official identification, signature, date and place of birth, nationality, age, language or language, marital status, photography, custom, positions held. , customs, curricular activities, recruitment and selection documents, labor and personal references, training, appointments, educational trajectory, title, number of the professional register and copy of certificates will be collected in order to carry out the selection and recruitment procedure, to gather us your general identification data and personal references with a view to integrating the organization to follow up on the registration and development of training, certification or evaluation of skills required for the position to which you apply we need to create your laboral file once you accepted the proposed letter for job with us, or in case of we do not have a vacancy according to your profile, keep your documents for the time when the work opportunity is presented within our staff.

We inform you that Sensitive data consisting of psychometric studies and criminal records will be requested, in order to verify that you have the skills, aptitudes and reliability to perform the job vacancy, according to the requirements of the job profile. When carrying out activities in ITP Aero Mexico's facilities, your personal image in addition to the incorporation of the above data in your recruitment file, will be used through video surveillance in order to carry out an access control, monitor the proper use of facilities, ensure the safeguarding of your physical integrity, perform actions to control and respond to security incidents, monitor company policies and compliance with regulations, requirements or exercise of legal actions.

#### **Secondary purposes :**

\_In case of not being hired, ITP Aero Mexico will keep your information for possible future contacts if a new vacancy arises that fits your profile. In case you do not want your data be processed for these additional purposes, you can perform the procedure indicated in the chapter "negative for the treatment of data".

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**II.- IN RELATION TO EMPLOYEES** Once you have accepted the employment proposal, your personal data consisting of: name, address, telephone, email, signature, official identification RFC / TaxID or equivalent, CURP, date of birth, place of birth, age, family name, language or language, nationality, marital status, photograph, position, address of the place of work, telephone number, social security number, curricular activities, recruitment and selection documents, employment references, training, appointment, educational trajectory, title, number of cedula, certificates, number of children, economic dependents, will be integrated into your employee file in order to keep track of attendance, internal communication with staff, give work instructions, send internal administrative or general notifications, preparation of your file work and assign employee number, give access to ITP Aero Mexico's platforms and assign tools work, to integrate and give attention to requests for promotion and / or consent to higher positions or salary increases, follow up on the registration and development of training, certifications or assessment of required competencies according to your position and comply with obligations that are imposed by laws according to the relationship.

In addition to the indicated data, we inform to you we collect from you so that jointly or separately, the data consisting of bank accounts, income, current debts, afores, insurance, migratory movements, legal trials, which are used for the purposes of generating and carry out the payment of your payroll, withhold and pay social security contributions, stamp the payroll, process food stamps, carry out procedures for the granting of work benefits, the integration of savings fund, follow up on the formalities of permits before the migratory and labor authorities in case of joining or moving from the subsidiaries of ITP Aero México to the interior or exterior of the country, complying with the regulations on migratory and labor issues, in order to comply with the contract entered into, for the payment of the services provided; compliance with accounting and / or tax obligations for the exercise of legal instances; make withholdings and payments for Alimony and due diligence in accordance with our policies.

According to the law, we collect personal data from you that are considered sensitive and therefore require special protection, being that the following data are jointly or separately collected: Health Status, Union Affiliation, history criminal, clinical history, diseases, allergies, psychological information, medical disabilities, surgical interventions, vaccines, antidoping, toxicological examinations, fingerprinting, socio-economic studies, disabilities, use of ophthalmological, orthopedic, hearing and prosthetic devices, blood type, height, weight and complexion, in order to monitor and establish work disabilities or absences and consequences of these aspects in order to follow up on accident prevention programs, nutrition or clinical accompaniment; register and give access to our maternity wards, follow up on disabilities for the assignment or reassignment of work activities; to make diagnoses and integrate results by preventive and routine medical exams; nutritional care; for the evaluation of work risks and contracting of new insurances; specify the reliability of the owner in relation to his income or position or activity to be performed or performed within ITP Aero Mexico; for the assignment of uniform and credential, administration of access and electronic authentication to the facilities; give timely attention and follow-up of safety and occupational health incidents until its full conclusion; to give medical attention and process records in case of requiring internal disability, comply with the labor benefits that you acquire by reason of your activity for ITP Aero Mexico, to make direct report and follow-up of executions of fulfillment of obligations under the Collective Contract with the union that corresponds your affiliation and the elaboration of reports that this one requires.

ITP Aero Mexico will process the personal data of third parties indicated by you in the job application and / or any other form or policy in which you indicate references, in order to contact them in case of emergency. When carrying out activities in ITP Aero Mexico's facilities, your personal image, in addition to being incorporated into the employee file, will be used through video surveillance in order to carry out access control, supervise the proper use of the facilities, ensure the safeguarding of your physical integrity, perform actions to control and respond to security incidents, monitor company policies and comply with rules, requirements or exercise of legal actions.

### **Secondary purposes**

Additionally, we will use your personal information for the following purposes that are not necessary, but that allow us to facilitate and improve the work environment, being the invitation to social, cultural, sports events or general coexistence organized by ITP Aero Mexico, issue a statement of birthday congratulations, achievements or

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dissemination of acknowledgments, establish satisfaction surveys and evaluation of the work environment. In case you do not want your data to be processed for these additional purposes, you can perform the procedure indicated in the chapter "negative for the treatment of data".

### **Transfers**

To comply with legal obligations, data such as: Name, address, telephone, RFC / TaxID or equivalent, signature, official identification, number of bank accounts, tax information, expenditures may be transferred to authorities such as the Tax Administration Service ( SAT), Secretary of Finance and Public Credit (SHCP), National Institute of Transparency, Access to Information and Protection of Personal Data (INAI), or those administrative authorities or by judicial requirement that is required by law or is necessary to comply obligations contracted with you.

In addition to the foregoing and in compliance with the provisions of the Law, we inform you that your personal data are shared within and outside the country with the following persons, companies, organizations and authorities other than us, being that all entities receiving Data Personal, assume the same obligations and / or responsibilities of ITP Aero Mexico in accordance with what is described in this Privacy Notice, informing you that it is shared for the following purposes:

Recipient of personal data	Country	Purposes
Holding companies, affiliates and / or subsidiaries of ITP Aero México	México, Spain, England and USA	Control of Personnel, payment of Invoices, Payroll, Work history, training, qualifications, health risk assessment and travel to different sites.
Third-party providers of financial services, tax, tax and occupational medicine.	México, Spain, England and USA	Payroll Management, Interbank Payments, Withholding of deductions, Administration of the savings fund, Reports to the Social Security and the Tax System, medical service provided to the interior and others required by the applicable legislation
Third-party providers of research, legal, training, certification and data analysis services.	México, Spain, England and USA	Work climate studies, cover the needs of the owner of the Personal Data, as well as the performance of other services required or required by ITP Aero Mexico for the full compliance of its objectives;
Third-party service providers and financial products, including savings, credit and investment	México	Processing of additional labor benefits and integration of savings fund.

If you do not express your refusal for such transfers, we understand that you have given your consent, regardless of the exceptions to the consent provided in the Law.

### **III.- IN RELATION TO SUBCONTRACTED PERSONNEL**

We inform you that despite the fact that the responsibility for the treatment of information comes from the company that provides workforce to provide the services contracted in favor of ITP Aero Mexico and / or to carry out activities in favor of ITP Aero Mexico within its facilities, personal data such as name, address, official identification, social security number, RFC / Tax ID or equivalent, employment position, address of the place of work, work references, work email, work telephone, training, tax information, bank accounts, bank transfer keys and insurance; are collected with the purpose of being used to generate the file of the provider whose labor responsibility is at your charge according to the

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designated and authorized staff as part of your staff, perform the evaluation process, selection and register it in the template authorized to provide services within the facilities and validate it with that provided by the Supplier, request updating and movements of the staff, verify the quality of the service contracted, compliance with technical requirements carry out our purchasing process, make possible the reciprocal fulfillment of the obligations generated by virtue of the commercial relationship that links it with the ITP Aero Mexico, to initiate legal proceedings if necessary, to make payments when appropriate or to receive payments as the case may be, to invoice, renegotiate and / or penalties, comply with accounting obligations and / or prosecutors or civilians that derive from their interaction with ITP Aero Mexico.

ITP Aero Mexico will treat the personal data of third parties indicated by their employer, as well as of any other form or policy in which you indicate references, in order to contact them in case of emergency. When carrying out activities at the ITP Aero Mexico's facilities, your personal image, in addition to being incorporated into the file of the supplier or contractor that provides the staff and whose labor responsibility is at your expense, will be used through video surveillance with the purpose of carrying out an access control, supervising the proper use of the facilities, ensuring the safeguarding of your physical integrity, carrying out actions to control and respond to security incidents, monitoring ITP Aero Mexico's policies and compliance with standards , requirements or exercise of legal actions.

### **Transfers**

To comply with legal obligations, data such as: Name, address, telephone, RFC / TaxID or equivalent, signature, official identification, number of bank accounts, tax information, expenditures may be transferred to authorities such as the Tax Administration Service ( SAT), Secretary of Finance and Public Credit (SHCP), National Institute of Transparency Access to Information Transparency and Protection of Personal Data (INAI), or those administrative authorities or by judicial requirement that is required by law or is necessary to comply obligations contracted with your company.

### **NEGATIVE FOR THE TREATMENT OF DATA**

If you do not agree that all or part of the personal data is used for accessory purposes. You can freely express this negative by sending an email to [privacidaddatosmex@itpaero.com](mailto:privacidaddatosmex@itpaero.com) and request the form, being that once filled, signed and attaching your official identification you must send the aforementioned documentation to the same email, or if you prefer, you can deliver directly at the address of ITP Aero Mexico, requesting that you be accused of receiving by our Personal Data Protection Officer, within a period no longer than 5 days counted from your request, we will send you the proof of registration in our exclusion registry of persons who They have denied their consent.

When the privacy notice is not made of your knowledge directly or personally, you have a period of five days to, if the case, express your refusal to process your personal data for purposes that are different from those that they are necessary and give rise to the legal relationship. If you do not express your refusal to process your data in accordance with the above, it will be understood that you have given your consent for the treatment thereof, unless otherwise proven, if the case will be included in the exclusion list referred to people who have expressed their refusal to process their personal data.

Even though your consent for the processing of your personal data has been shown to be safe, you can at any time carry out your right to revoke or oppose the processing of your personal data.

### **CONSENT OF THE OWNER OF PERSONAL DATA**

Please be informed that according to the provisions of the Federal Law on Protection of Personal Data in Possession of Individuals it is understood that if this Privacy Notice has been made known or has been made available for reading, it is considered consent to the terms set forth in this Notice regarding the treatment of your Personal Data.

In case of personal data of a Sensitive, Patrimonial or Financial nature or, in the case of transfer of data to third parties, or for the use of purposes other than the main ones not foreseen in the Privacy Notice, our Data Protection Officer will be will contact you using the information you have provided to locate you, in order to obtain the consent of the owner

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expressly of the data that by law must be collected in this way, same that will be carried out depending on the nature of the relationship, if it is contractual obligations will be carried out through the corresponding contract or addendum or through the respective form for acceptance of the processing of personal data that will be made available to the owner prior to the information being collected, as well as the digitally consent of the owner, when accessed through the page in Internet or applications belonging to ITP Aero through the provision of data, prior to the dialogue windows in which the owner may indicate whether he accepts that the data controller manages their data in accordance with the terms and conditions provided.

### REVOCATION OF CONSENT

At any time you, as the owner of the Personal Data that has previously granted your consent for the treatment or transfer thereof, can revoke it by requesting the REVOCATION OF CONSENT form to the email [privacidadedatosmex@itpaero.com](mailto:privacidadedatosmex@itpaero.com) and once received, you can deliver the Full format, its annexes and with original signature; scanned to the electronic mail or it can be served request it and deliver it directly in the domicile of ITP Aero Mexico, so that it is accused of received by our Personal Data protection officer to attend immediately the origin of your request and provide the determination, in a period no longer than 20 working days counted from your request for revocation of Personal Data, we will notify you of the processing of Personal Data, we will proceed to include it in our exclusion list of people who have revoked their consent by sending a record of such situation applicable or, indicating the implications in which the revocation is unfeasible due to the contractual relationship contracted, conservation and blocking effects, or to obtain its direct confirmation.

### RESOURCES TO AVOID PERSONAL DATA DISCLOSURE

We inform you that following our commitment to the conservation and proper handling during all the time of the personal data submitted to treatment, aware of the rights that you have in relation to the personal information that is collected, a security and confidentiality policy has been implemented. within the same that allows the protection of your Personal Data, protecting them with administrative, technical and physical security measures such as contracts and confidentiality clauses with penalties, authorized access, distinguished, additional protection measures for sensitive data, patrimonial and / or financial; security measures in technological systems, to avoid damage, loss, alteration, destruction or unauthorized use, access or treatment.

In order that you can directly limit the use and disclosure of your personal information, we offer you the following means:

- To obtain your registration in the Public Registry to Avoid Publicity, which is in charge of the Federal Attorney's Office, with the purpose that your personal data are not used to receive advertising or promotions of companies of goods or services. For more information about this registration, you can consult the PROFECO's Internet portal, or contact it directly.
- You can have your registration in our exclusion list, so that your personal data is not processed for marketing, advertising or commercial prospection purposes on our part. For more information send an email to the following address: [privacidadedatosmex@itpaero.com](mailto:privacidadedatosmex@itpaero.com); You can consult our website [www.itpaero.com](http://www.itpaero.com) or go to our address mentioned in this notice in days and working hours.

### RESOURCES AND THE PROCEDURE FOR EXERCISING ARCO RIGHTS

If you need to know the particular measures that ITP Aero Mexico has implemented to protect your personal data, you can request it by exercising your RIGHT OF ACCESS described in the following paragraph.

#### DEFINITION OF "ARCO"

\* **A = Right to Access:** It is the right that the owner has to know about the Personal Data related to his person that are in the possession of the Responsible in question or its controllers, likewise to whom they have been shared and for what purpose.



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\* R = **Right to Rectification**: Each owner has the right to have their Personal Data rectified when they are inaccurate or incomplete.

\* C= **Right of Cancellation**: Each owner has the right to request at any time that their Personal Data be deleted, which will happen once the blocking period has elapsed.

The blocking of data implies the identification and conservation of the Personal Data, once the purpose for which they were collected is fulfilled; Its purpose is to determine the possible responsibilities in relation to its treatment, up to the legal or contractual limitation period of these. During this period, your Personal Data will not be subject to treatment and once this has elapsed, it will proceed with its cancellation in the database or file. Once the data has been canceled, the Responsible will give the owner the corresponding notice. In the event that the Personal Data had been transmitted prior to the date of Rectification or cancellation and continue to be treated by third parties, the Responsible will inform the third party in question, such request for rectification or cancellation, so that it may be carried out as well.

\* O= **Right of opposition**: The owner has at all times the right to request, as long as it has a legitimate cause, that the Responsible party stops treating their Personal Data.

To exercise these rights, you can fill out the ARCO FORM directly in our offices requesting this format from the Data Protection Officer following the filling instructions, and attaching the documents indicated by the form itself; or in your case you can request it by sending an email to [privacidaddatosmex@itpaero.com](mailto:privacidaddatosmex@itpaero.com) so that you are accused of being received by our data protection officer, filling out and attaching the documents indicated in your filling instructions. The requested information may be sent in digital file or in copies at our facilities during business hours.

Your ARCO form, in all cases, must contain and be accompanied by the following:

- I. The name of the owner and address or other means to communicate the response to your request;
- II. The documents that prove the identity or, where appropriate, the legal representation of the owner;
- III. The clear and precise description of the personal data with respect to which one seeks to exercise any of the aforementioned rights, and
- IV. Any other element or document that facilitates the location of personal data.

Once your ARCO application has been received, you must be accused of receiving it and will answer within a period that will not exceed twenty business days, counted from the date on which the request for access, rectification, cancellation or opposition was received, the decision adopted, so that if it is appropriate, it becomes effective within fifteen days following the date on which the answer is communicated to the Holder. Except in those cases in which, due to the nature of the data subject of your request, it is necessary to extend the deadlines or request additional information, as the information is not sufficient, in all cases we will inform you of said circumstances.

All the service for responding to your request ARCO, will be free, but you should cover only those corresponds to the expenses justified of sending or the cost of reproduction in additional copies that if required.

### USE OF TRACKING TECHNOLOGIES IN OUR WEB SITE

We inform you that on our website we use cookies, to obtain personal information in an automated way consistent with your name, language and browsing preferences on our page used in the consultation for the purpose of providing you with information of interest and to personalize the language of the content to display using permanent cookies "\_utma \_utmz", temporary cookies "\_utmb, \_utmc", Customization Cookies "icl\_current\_languaje" and Analytical Cookies "\_utma., \_utmb, \_utmc, \_utmz". Only the data that the user transmits through the use of the electronic forms of this website will be processed.

If you do not accept the use of cookies, please configure the web browser in such a way that you reject the installation and / or use of cookies on your computer.

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From [www.itpaero.com](http://www.itpaero.com) and in compliance with current legal regulations, we provide you with the information that allows you to configure your browser / Internet browsers to maintain privacy and security in relation to cookies. Therefore, we provide you with information and links to the official support sites of the main browsers so that you can decide whether or not to accept the use of cookies.

Thus, you can block cookies through the browser's configuration tools or you can configure your browser to notify you when a server wants to save a cookie:

- a) If you use Microsoft Internet Explorer, in the menu option Tools> Internet Options> Privacy> Configuration.
- b) If you use Firefox, in the menu option Tools> Options> Privacy> Cookies.
- c) If you use Chrome, in the Options> Advanced options> Privacy section.
- d) If you use Opera, in the Security and Privacy option, you can configure the browser.

Also, we inform you our Information Technology department monitors the browsing history of ITP Aero Mexico's internal networks, and either by security incident or request of the same user, will be verified contents of institutional emails of both employees or users in general, to establish content filters of navigation for their own security and safeguard the integrity of information and our networks.

### CHANGES IN THE INTEGRAL PRIVACY NOTICE

This privacy notice may suffer modifications, changes or updates derived from new legal requirements; of our own needs for the products or services we offer; of our privacy practices; Changes in our business model, or other causes.

These modifications will be available to the public through our website [www.itpaero.com](http://www.itpaero.com) or by going directly to our establishment, to the address established in this document and we will gladly inform you of the respective changes, so that you can also consider to make known the new versions of this privacy notice through advertisements, brochures, brochures, or emails indistinctly.

The owner of the personal data is aware that it is his responsibility to periodically review the changes in the places already mentioned for this purpose, so it will be understood that if he does not express otherwise, it means that the Owner has read, understood and agreed to the terms set forth therein, which constitutes your consent to the changes established in said updates with respect to the processing of your Personal Data.

I grant my consent for the treatment of personal data in the terms that are reported in this Privacy Notice, stating that I have read the same in its entirety, knowing that it is available for consultation at all times.

Name/ Signature/Date